



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV Health Services are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES February 21, 2008

Approved 3/20/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	William Fuentes	<i>None</i>	Jane Nachazel
Carla Bailey	Al Ballesteros	Miki Jackson		James Stewart
Mike Johnson	Michael Green			Craig Vincent-Jones
Ted Liso	Jocelyn Woodard/James Smith			Nicole Werner
Manuel Negrete				
Dean Page				
Natalie Sanchez				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 2/21/2008
- 2) **Roster:** Los Angeles County Commission on HIV, 2/14/2006
- 3) **Table:** Los Angeles County HIV Comprehensive Training Plan, 2/2008

1. **CALL TO ORDER:** Ms. Bailey called the meeting to order at 1:35 a.m. and self-introductions were made.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:** There were no minutes.
MOTION #2: Approve the Operations Committee meeting minutes, as presented (*Postponed*).
4. **PARLIAMENTARY REMARKS:** There were no comments
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - Mr. Stewart opened co-chair nominations for 30 days. Ms. Baumbauer, Ms. DeAugustine and Mr. Fuentes were nominated.
 - Ms. Baumbauer reported that Commission and committee co-chairs had hosted the new Project Officer, Karen Ingvaldstad, on the previous Friday. They had updated her on activities and challenges in the EMA.
 - Ms. Baumbauer said the meeting emphasized to her the importance of Operations in involving the community. She suggested it might be helpful for new members to spend some time on the Operations Committee to become familiar with that.
 - Ms. Bailey noted Los Angeles County was often referenced at national gatherings as a leader with good supervisorial support, consumer involvement, and accountability.
9. **OPEN NOMINATIONS PROCESS:**
 - A. **Candidate Interview(s):** There were no interviews.

B. Member Nominations:

- Mr. Page left the room during deliberations. Mr. Vincent-Jones noted that, while Richard Hamilton had not anticipated working with a provider, he was now a consultant for one. He recommended moving him back to the SPA #6, Provider from the SPA #6, Consumer seat. That would allow James Skinner to move from the SPA #3, Consumer to the SPA #6, Consumer seat. Dean Page could then be moved from the District #5, Consumer, Alternate to the SPA #3, Consumer seat. Mr. Vincent-Jones said he had spoken with all three and they had accepted the proposal.
- Mr. Skinner had asked to be updated on SPA #6 affairs if he were placed in the seat. Ms. Bailey noted there was no longer a CAB there, but there was a SPA #6 meeting.
- As all were shifts among existing Commissioners, Mr. Vincent-Jones thought that it was a possibility that no Board vote would be needed, but he would have to follow-up. The Committee could approve the recommendation contingent upon that or postpone voting until that was resolved.

MOTION #3: (Bailey/Fuentes) Regardless of whether or not it was necessary to present them to the Board, the following candidates were nominated to the Commission on HIV indicated seats: Richard Hamilton, SPA #6, Provider; James Skinner, SPA #6, Consumer; SPA #3, Consumer (*Passed by Consensus*).

- Mr. Vincent-Jones noted Operations now had significantly more consumer members than other committees. If any wanted to shift to another committee, they should talk to him. It would help balance consumer representation. Mr. Liso noted that this meeting conflicted with the SPA meeting, so he might be amenable to a change.

C. Process/Performance Evaluation: The item was on the agenda in error.

10. LEADERSHIP DEVELOPMENT:

A. Consumer Involvement: The item was postponed.

B. CAB Development/Responsibilities:

- There was a question as to whether CABs still needed to meet. Mr. Vincent-Jones noted that the SPNs had new scopes of work that no longer required CABs. Ms. Sanchez explained that a Consumer Leadership Training program was required in place of the SPN CABs. It would be developed by OAPP together with the Commission.
- Mr. Vincent-Jones noted there had been SPN comments that the monthly meetings were not effective. He had previously suggested a structured program of some kind, though SPNs could still support CAB's if desired. Ms. Sanchez said individual agencies also supported CABs. Mr. Vincent-Jones confirmed that was contractual.
- Mr. Page recommended ensuring CABs were advised of Consumer Caucus events.
- Mr. Vincent-Jones said Comprehensive Training would address issues like training, interaction with SPNs, and the Caucus.

11. ORDINANCE REVISIONS: The item was postponed.

12. MEMBERSHIP: The item was postponed.

13. COMMITTEE ACTIVITIES: The item was postponed.

A. Committee Recruitment Materials:

1. **Committee Descriptions/Fact Sheets:**
2. **Committee Training Materials:**

14. COMMISSION OPERATIONS:

A. Non-Profit Organizations: Mr. Vincent-Jones reported he was working on a letter.

15. COMPREHENSIVE TRAINING:

A. Commission/New Member Orientation: The previous manual was used as the basis for the work group's discussion.

B. Training Plan:

- Mr. Vincent-Jones noted that HRSA and legislation required, but did not describe, "comprehensive training." He presented a draft training matrix he developed from the work group's discussion.
- He noted there were many kinds of training. It was first necessary to decide what kinds of training, for example, skills building, was needed for each of the three identified groups. Training formats and funding then needed to be determined.
- Mr. Johnson noted that orientation, like information on the standards, built the foundation. Mentoring built on that.

- Mr. Vincent-Jones noted that Ms. Ingvaldstad questioned how conflict of interest was monitored. Most EMAs did not allow providers to vote. He reported Los Angeles wanted provider expertise at the table while monitoring conflict.
- ➡ It was agreed to label the far left column "Types of Training" and to add "Services" to that column.
- ➡ It was agreed to develop templates of services across the EMA that each SPA would fill out to identify specific needs. The responsible party for each need would then be identified, for example, OAPP or the Commission.
- ➡ Mr. Vincent-Jones said he would remove "Workshops" as a category of training since it was a format rather than subject.
- ➡ Terms defined were: orientation (O) – introductory material given once; education (E) – on-going instruction; skills-building (S) – interactive focus on specific skills. It was agreed education would be merged with orientation.
- ➡ Recommended consumer workshops were: "How the Standards of Care Apply to Consumers," O; "Navigating the System," O; "Filing a Grievance," S; "Self-Advocacy," O; "Leadership Development," S, with agency communication, talking at a meeting, or writing a letter/email, and conflict resolution.
- ➡ Recommended Commissioner workshops were: "Ethics," O; "How the Commission Works and Why," including its intersection with PPC, O; "How Committees Work, O;" "Ambassadors between the Community and Local Government, Dynamics of the County System," O; "Building Trust with Other Stakeholders: How to Communicate with the Public," O; "Communication Skills," S.
- ➡ Recommended provider workshops were: "How to Handle an Angry Client," S; "Developing Empathy: Understanding and Interpreting Consumer Needs," O; "Reconnection with Standards of Care," O; "How All Titles of Ryan White Contribute to Funding," O; "Addressing Burn-Out," S; "How to Represent the EMA Beyond the Agency," S; "Agency Networking," S; "Volunteerism: Agency Participation in the Community," O; "How to Work with Volunteers," S
- ➡ Mr. Vincent-Jones said he would update the matrix for next month's discussion. Next steps would include determining who would do what, and curriculum development. He noted he was in communication with OAPP on the subject.

C. **Committee Orientation:** The item was postponed.

16. **COMMUNITY RELATIONS:** The item was postponed.

- A. **Public Awareness:**
- B. **Communications:**
- C. **Newsletters:**
- D. **Community Education:**

17. **POLICIES AND PROCEDURES:** The item was postponed.

18. **WORK PLAN:** There was no additional information.

- A. **Prioritization:**
- B. **Assignments:**

19. **ANNOUNCEMENTS:** There were no announcements.

20. **ADJOURNMENT:** The meeting was adjourned at 3:30 pm.